

Vendor Logistics Performance Expectations Letter

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate your continued partnership with [Your Company Name]. As we strive for excellence in our supply chain operations, we would like to outline our performance expectations regarding logistics and transportation.

Logistics Performance Expectations

- **On-Time Delivery:** We expect all shipments to be delivered as per the agreed schedule. Any delays must be communicated at the earliest opportunity.
- **Accuracy:** All shipments should be 100% accurate in terms of quantity and product specifications.
- **Communication:** Maintain proactive communication regarding shipment status, including potential issues or delays.
- **Compliance:** Adhere to all local and international shipping regulations and standards.
- **Packaging:** Ensure all products are properly packaged to avoid damage during transit.

We believe that meeting these expectations will enhance our collaborative efforts and contribute to mutual success. Please confirm your understanding and commitment to these performance standards by [Insert Response Date].

Thank you for your attention to this matter. We look forward to your continued support and collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]